

Investigator –, GS-1810-11  
MRP Business Services  
Investigative and Enforcement Services  
Regional Office  
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1. QUALITY OF IES INVESTIGATIONS
2. TIMELINESS OF INVESTIGATIONS
3. REGULATORY ACTIONS AND OTHER ASSIGNMENTS
4. ADMINISTRATIVE DUTIES AND REPORTING
5. WORKING RELATIONSHIPS, COMMUNICATION AND DEVELOPMENT

#### Element 1

#### QUALITY OF IES INVESTIGATIONS

The Investigator is responsible for completing requested and assigned primary and supplemental investigations in accordance with the Investigator Manual.

Alignment: This element supports IES Business Plan Goal 1. Comprehensive investigations, quality case reports, and appropriate enforcement actions are delivered in a timely manner.

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Evaluation is based on the Supervisor's observations and review of work products and results; monthly status report; and feedback from customers and other sources. The supervisor typically finds that the Investigator:

#### QUALITY OF INVESTIGATIVE REPORTS

- Completes and submits primary investigative reports according to the IES Manual.
- Attains acceptable scores in all critical elements on all case review worksheets.
  - total cumulative calculated average is between 2.0 and 2.5.
- Consideration for recognition will be given to investigators, who consistently produce high quality case reports.
  - total cumulative calculated average is between 2.6 to 3.0.

## Element 2

### TIMELINESS OF INVESTIGATIONS

The Investigator is responsible for completing requested and assigned primary and supplemental investigations in accordance with the Investigator Manual.

Alignment: This element supports IES Business Plan Goal 1. Comprehensive investigations, quality case reports, and appropriate enforcement actions are delivered in a timely manner.

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Evaluation is based on the Supervisor's observations and review of work products; monthly status reports; and feedback from customers and other sources. The supervisor typically finds that the Investigator:

- With few exceptions, completes requested and assigned investigations within prescribed time frames.
  - primary investigations will normally be completed within 65 to 100 days.
  - supplemental investigations will normally be completed within 30 to 45 days.
  - time frames will be adjusted, at the discretion of the Supervisor, based on circumstances and other duties.

### Element 3

#### REGULATORY ACTIONS AND OTHER ASSIGNMENTS

The Investigator is responsible for completing assigned regulatory actions in accordance with instructions.

Alignment: This element supports IES Business Plan Goal 1, Strategy 2. Streamline and strengthen uniform enforcement of APHIS regulations.

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Evaluation is based on the Supervisors' observations and review of work products and results; monthly status report; and feedback from customers and other sources. The supervisor typically finds that the Investigator:

- Completes regulatory actions and other assignments in accordance with instructions and prescribed time frames.
- As required, completes reports of regulatory actions in accordance with instructions

## Element 4

### ADMINISTRATIVE DUTIES AND REPORTING

The Investigator is responsible for completing activity reports and administrative duties in accordance with standard IES procedures.

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Evaluation is based on the supervisor's observations and review of work products, and feedback from administrative staff. The supervisor typically finds that:

- The Weekly Activity Reports are completed in accordance with instructions.
  - the Database is replicated weekly in accordance with instructions.
- T&A's are submitted electronically to the Regional Office, in accordance with standard procedures, no later than noon each Monday following the end of the pay period.
- Travel vouchers are accurately completed and submitted, within 5 working days, in accordance with IES policy and direction, to the Regional Office.
- Purchase card receipts are submitted to the Regional Office, within 7 working days, in accordance with IES policy and direction.
- Property inventory reports are accurately updated and submitted to the Regional Office, in accordance with IES policy and direction, within designated deadlines.

## Element 5

### WORKING RELATIONSHIPS, COMMUNICATION AND DEVELOPMENT

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Evaluation is based on the supervisors' observations and review of work products and feedback from administrative staff.

The supervisor typically finds that:

- Assigned training is completed as directed.
- The employee's interactions with customers and cooperators consistently demonstrates understanding and support of IES and APHIS mission, goals and priorities.
  - customers are kept informed, as needed.
- Performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect toward co-workers, and others in the performance of all official business.
- Demonstrates an awareness of EO/CR policies and responsibilities and actively seeks opportunities to enhance workforce diversity and facilitate a non-discriminatory work environment.
- Assigned presentations are delivered as requested.
- Supervisor is kept up to date on work developments, problems, delays and accomplishments.